

KENTUCKY BOARD OF SOCIAL WORK
MINUTES OF THE BOARD OF DIRECTORS' MEETING
May 5, 2015

A regular meeting of the Kentucky Board of Social Work was held on Tuesday, May 5, 2015 at the board office located at 44 Fountain Place, Frankfort KY 40601 and began at 11:00 a.m.

MEMBERS PRESENT

Bill Adcock, LCSW
Dr. Jay Miller, CSW
Sharon Sanders, LCSW
Jay Davidson, LCSW
Sally Rhoads, LCSW

STAFF PRESENT

Florence Huffman, Ex. Dir.
Nina Anglin, Adm. Coordinator

OTHERS PRESENT

Brian Judy, Asst. Atty. Gen, Board Counsel

MEMBERS ABSENT

Hilma Prather, Member at Large
Janice James, LCSW

CALL TO ORDER

Mr. Adcock, Chair, called to order the regular meeting of the board at 11:20 a.m.

APPROVAL OF MINUTES

A motion was made by Mr. Davidson to approve the minutes of April 7, 2015 as presented. Seconded by Ms. Sanders, motion carried without objection.

EXECUTIVE DIRECTOR REPORT

- a. Operations Report
Ms. Huffman stated that the board had received numerous new applications for licensure as CSW'S and LSW'S over the past several weeks. Ms. Huffman also related to the board that 2 supervisors had left KVC and that prompted several new contracts for clinical social work to be reviewed.
- b. RFP for Investigative Services: Issue Date April 22, 2015; Close Date May 8, 2015 Ms. Huffman stated to the members that to date we have received 3 proposals. She also stated that a provision to renew for 2 years was added to the RFP before the solicitation was posted. Mr. Judy stated the board would have to make the decision to award the contract after the closing date of the RFP.
- c. Presentations: no current requests
- d. Conferences
 - ASWB Spring Education Meeting, April 30-May 2, Seattle, WA
Ms. Huffman stated to the board that she was very impressed with the ASWB meeting and the overall theme of the meeting was Mobility for licensees. In terms of requirements for licensure the main focus was education, experience and examination. The World Café analyzed requirements for licensure for last day of conference.

Ms. Huffman also stated that she had attended the Administrators Forum on Thursday and that each state made report of board services for their state and the issues each state faces.

Ms. Huffman thanked the board for allowing her to attend the ASWB meeting and informed the board about new board member training in August and also an Administrators training in October which are funded by the ASWB. Ms. Huffman also asked that she be allowed to attend the Fall conference of the ASWB. The board stated they would make a decision at a later date.

e. Education & Outreach / Technology update

Action Item: Review Scope of Work for Kentucky Interactive. Ms. Huffman asked that the board approve Kentucky Interactive allowing them to work on adding the Frequently Asked Questions and work on Supervision templates at a rate of \$60 per hour and to also to allow them to make the changes to the board website and develop new processes for online applications etc.

Ms. Huffman requested the board to approve scope of work for Kentucky Interactive for them to add Frequently Asked Questions to the website.

The board stated they would revisit the request after review of the financial statement to determine if finances were sufficient to allow this request.

The board requested that Ms. Huffman contact KY Interactive to further qualify fees to be charged.

COMMITTEE REPORTS

a. Complaint Review Committee: Bill Adcock, LCSW; Janice James, LCSW

#14-21-CRC recommends issuing formal complaint for practicing without a license.

Seconded by Mr. Davidson, motion carried.

#15-05- CRC recommends dismissal. Seconded by Ms. Sanders, motion carried.

#15-08-CRC recommends dismissal. Seconded by Mr. Davidson, motion carried without

#15-09-CRC recommends that staff be allowed to uphold a request for a 30 day extension. Dr. Miller made a motion to allow staff to approve up to a 30 day extension for the complainant to respond to a complaint. Seconded by Ms. Rhoads, motion carried without objection.

b. Application Review Committee: Jay P. Davidson, LCSW, Sharon Sanders, LCSW

Mr. Davidson presented an application for Mr. Dustin Hawkins and requested the board approve the applicant to be allowed to take the ASWB Master's exam. Seconded by Ms. Rhoads, motion carried without objection. Mr. Judy requested staff print KRS 335.020 (b) for the board to review.

- c. Supervision Committee: Justin Miller, Ph.D., CSW; Sally Rhoads, LCSW; Jay Davidson, LCSW

Mr. Davidson stated that the committee had met with Ms. Bunner regarding supervision issues. The review committee had requested additional information from Ms. Meacham, supervisor of record, and that the committee will request her attendance at the next board meeting. A motion was made by Mr. Davidson for Ms. Meacham to be issued an Order to Appear at the board meeting of June 2, 2015. Seconded by Ms. Rhoads, motion carried without objection.

- d. Continuing Education Committee:

Dr. Miller stated that all Provider and Sponsorship applications had been reviewed and that the Individual applications would be reviewed after the meeting.

FINANCIAL STATEMENT-Florence Huffman

Ms. Huffman spoke with the board regarding the financial statement.

- a. Report of Expenditures and Revenues

March 2015 monthly revenue by fund shows \$241,454.76 from application fees, renewal fees, reinstatement fees, and other fees related to licensure. Sum of expenditures shows \$216,727.71. Allotment at a glance shows a total annual allotment of \$276,100 equally divided to 4 quarters. Ms. Huffman also stated that she had requested on March 25, 2015 that State Budget Director Jane Driskell advance \$11,700 from FY14-15 4th Qtr. to FY14-15 to 3rd Qtr. to cover additional expenses incurred.

- b. Appropriations Increase for FY 2015-2016

Ms. Huffman stated she had spoken with Procurement about the need for an increase. She apologized for hiring a temporary person as she thought she had the authority to hire a person with executive-level skills based on the allowance of a temporary hired previously. Ms. Huffman explained the duties of the temporary person. Ms. Huffman asked for the authority to hire two temporary persons to work part time each for a total of not more than 20 hours per week. Mr. Judy asked why the board would not consider hiring one temporary person for a total of 37.5 hours per week instead of two part-time people.

A review of the finances was made and an appropriation increase will need to be requested for FY14-15 to cover year end expenditures. Ms. Huffman spoke with the board regarding a request for an appropriations increase for FY15-16 of approximately \$60,000 to cover additional personnel, updates to the board website and back-office database system, and miscellaneous items. A motion was made by Mr. Davidson to allow staff to submit the necessary documents to request the appropriation increase for FY 15-16 in the amount of \$120,000. Seconded by Ms. Rhoads, motion carried without objection. Dr. Miller requested that the information be presented to Mr. Adcock for review before the request was sent to Jane Driskell.

Discussion followed regarding the Executive Committee taking on the review of the financial responsibilities of the board in the future. A motion was made by Ms. Rhoads to allow the Executive Committee of the board to review finances in the future and for all purchases to be approved by the committee or the chair before purchases were made. Seconded by Ms. Sanders, motion carried without objection. The minutes reflect Mr. Davidson left the meeting at 12:55 p.m.

c. Allotment Adjustment for Fourth Quarter

It was determined that an allotment adjustment could not be requested from FY15-16 1st Qtr. be made to FY14-15 4th Qtr. and that an appropriations increase would be necessary.

d. Travel and Per Diem

Bill Adcock, LCSW, Chair

- Action Item: Approval of board members' travel and per diem
A motion was made by Ms. Sanders to approve travel for today's meeting. Seconded by Ms. Rhoads, motion carried without objection.

OLD BUSINESS

- Amendment to Supervision Regulation to add electronic supervision: 201 KAR 23:070
Deferred to June meeting. Motion made by Ms. Rhoads to defer the review to the June 2 board meeting so that Ms. James could present the information she had compiled. Seconded by Ms. Sanders, motion carried without objection.

NEW BUSINESS-Bill Adcock, LCSW,Chair

a. Policies and Procedures

- i. Action Item: May out-of-state licensees take ethics course for state of residence and submit prepared KBSW form to 1) confirm credit for ethics course and 2) affirm knowledge and understanding of Kentucky Board of Ethical Conduct – the out-of-state licensee will not be required to return to Kentucky to attend an in-person Kentucky social work ethics course. (This will require a regulation change.)
- ii. No, policies and procedures should follow 13A.130. Review 201 KAR 23:075 for changes to the ethics requirement. A motion was made by Dr. Miller that an out of state licensee may request an extension for undue hardship for out-of-state CEU requirement for ethics. Seconded by Ms. Sanders, motion carried without objection.
- iii. Action Item: Should the board require pre-graduate applicants to submit a job description? Defer action until next meeting for work on application and regulation.
- iv. Action Item: Should the board require other applicants to submit a job description? Defer action until next meeting for work on application and regulation.

b. Personnel

- i. Action Item: Approval to hire a temporary employee. A motion was made by Ms. Rhoads to go into Executive session based on 61810 (1) (f) for discussion that may lead to the appointment of a temporary employee at 1:46 p.m. Seconded by Dr. Miller. Staff was asked to leave the meeting and did so immediately. A motion was made by Dr. Miller to exit the Executive Session at 2:30 p.m. Seconded by Ms. Rhoads, motion carried without objection.

- c. A motion was made by Ms. Rhoads to approve the invoice from Adecco for payment for the temporary employee recently hired. Seconded by Ms. Sanders, motion carried without objection. Mr. Adcock stated that Ms. Huffman should contact Adecco and let them know that the temporary would no longer be needed.

ADJOURNMENT

Being no further business to come before the Board, a motion was made to adjourn. Seconded by acclamation, motion carried. The meeting adjourned at 3:10p.m.

NEXT MEETING:

The next regularly scheduled board meeting will be held at the Board offices on Tuesday, June 2, 2015 beginning at 11:00 a.m. Committees will meet at 10:00 a.m.

Approved:

A handwritten signature in cursive script that reads "William M. Adcock Lcsw".

William M. Adcock, Chair